



Town of Ayer
Public Buildings and Property
Maintenance

Ayer Police Dept.
54 Park Street
Ayer, Ma. 01432
Phone: 978-772-8200 ext.509
Fax: 978-772-8202

February 17 2017

MONTHLY REPORT

Below is a brief summary of issues that required attention from the Department of Facilities Maintenance.

Performed janitorial service

Installed additional water fill drops in the Fire Department truck room

Administered painting of Fire Station kitchen, first floor conference room, lobby, meeting room and watch room.

Coordinated design for the Town Hall emergency vendor contacts

Installed the Town Hall Directory signs

Painted Town Hall first floor corridor walls

Painted Third Floor Town Hall walls and ceiling

Assisted the IT director with increasing usable work space

Police Station, Repaired eye wash station.

Remediated 5 issues found from building inspections

Performed Building inspections for insurance cost savings

Monitor building's energy use

Inspect buildings for functionality

Supervised scheduled service contracts and repairs with outside contractors

Monitored quality of repairs

Certified all invoices for warrant

Performed required routine maintenance and repairs on all buildings assigned to the department

Dan Sherman

Public Buildings and Property Maintenance